



Sandy City Business Licensing
10000 Centennial Pkwy #210 Sandy, Utah 84070
Ph. (801) 568-7252

**PROCEDURE FOR LICENSING AN ITINERANT
MERCHANT, DOOR TO DOOR SOLICITOR,
OR RETAIL PARKING LOT SALE.**

1. Read over the enclosed ordinance relating to parking lot/retail sales and sign regulations. Please note the permitted period for sale and property requirement and number of signs may have changed since your previous license.
2. Submit verification that your business is duly registered with the Utah Department of Commerce. If you still need to register your business that department may be reached at (801) 530-4849. The Utah Department of Commerce is located at the Heber M Wells building at 160 East 300 South in Salt Lake City.
3. Submit a temporary State sales tax number (even if you are already in possession of a permanent sales tax number...it is probably assigned to another City). The State Tax Commission is located at 210 North 1950 West, or they may be reached at phone number (801) 297-6303.
4. Please complete the enclosed application and file it at least 10 working days before the sales event, at 10000 Centennial Parkway, Suite 210. **Applications filed less than 10 days prior to the event may need to reschedule the event to allow for processing.** Incomplete applications will not be processed, so if you have any questions regarding any required document or the application, please contact this office at (801) 568-7252 and we will be glad to assist.
5. Most business being conducted from a fixed location and using a power source or serving food, will require on-site inspections. Please contact the license office to see if your business requires any or all inspections indicated below. To schedule any required inspections, or inquire about codes or standards, please contact the following:

Building Dept: 568-7251

Fire Dept: 568-2943

Health Dept: 313-6620

6. Additional items that need to accompany the application are:
 - a) A cash or surety bond for \$1,000 required for businesses at a fixed location; performance bond for retail sales of goods or services and clean up.
 - b) A letter of permission from the property owner, allowing business to be conducted from the fixed location.
 - c) BCI Criminal History Report required for any business where the focus of the sales, services or activities are geared toward minors or vulnerable adults. Bureau of Criminal Investigations is located at 3888 West 5400 South, Salt Lake City, UT 84114. Or you may reach BCI at (801) 965-4445. Most recently, the license office has been notified that the fee is \$10 to obtain a criminal history report. Each application must submit the original document, The original document will be returned.
 - d) For businesses at a fixed location, you will need to submit a sketch of the property indicating your location, ingress and egress for vehicles, and location for the power source if you are using a power source.
 - e) Any business utilizing a tent that is 200 sq ft or greater or an awning that is 400 sq ft or greater is subject to Fire Dept. 'tent inspections' according to the International Fire Code.

**Sandy City
Temporary Business License Application
Itinerant Merchant, Door to Door Solicitor, Parking Lot Sales**

Date Received _____	Acct. # _____
Sales Tax # _____	

Today's Date _____

Business Name _____ Bus Phone No _____

Location of Sales _____

Home Office / Base Address _____ City/State _____ Zip _____

Mailing Address _____ City/State _____ Zip _____

Applicant Name (First, Middle, Last) _____ Alt Phone. _____

Residence _____ City/State _____ Zip _____

Driver License # _____ State _____ Date of Birth _____

Note: All persons conducting business where sales and services are made to minor will submit a current BCI report. The address for the Utah State Department of Public Safety, Bureau of Criminal Identification is 3888 West 5400 South, SLC, UT 84114. The phone number is 965-4445.

Nature of Business _____

Business Hours _____ Dates of operation, from _____ to _____

This application is subject to approval of the Sandy City Police Department, the Community Development Department, Building Department, Fire Department, County Health Department, and/or Department of Agriculture. A license cannot be issued until all applicable departments have provided a recommendation to approve the license application. If a license is not obtained prior to commencing business, you may be subject to a double license fee penalty and any other penalties as prescribed by law.

"I do hereby agree to conduct business in accordance with any and all ordinances pertaining to the operations of a temporary business being conducted within the Corporate limits of Sandy City."

Signature of Applicant _____ Date _____

Fees:	Regulatory Rate:	\$150.00	\$ 150.00 _____
	Disproportionate Fee (if applicable)	\$250.00	\$ _____
	Per Employee: # _____ X	\$ 11.00	\$ _____
	Tent Inspection/Fire Fee (if applicable)	\$48	\$ _____
	\$1,000 Bond (if applicable)		Cash / Surety _____
	Penalty (if applicable)		\$ _____
	Total		\$ _____

Office Use:	Police Department:	_____	Cleared _____
	Building Inspections:	_____	Cleared _____
	Fire Department:	_____	Cleared _____
	Planning & Zoning:	_____	Cleared _____
	Health Department	_____	Cleared _____
	Dept. of Agriculture	_____	Cleared _____

SANDY CITY CORPORATION

Important:

You are not authorized to open or to begin conducting business until a license certificate has been issued from this office. Inspectors are authorized to inspect for their department only and approval from an inspection does not constitute approval of the license application.

The Temporary License Certificate will be issued upon completion and compliance with the entire process.

Should business commence prior to the issuance of the License Certificate, such operation will be in direct violation of the Business License Ordinance and will be subject to a double license fee penalty and/or other Class B Misdemeanor penalties as prescribed by law.

I do hereby acknowledge that I must receive approval and complete the entire license application process before a license can be issued. If I conduct business without a license, I may be subject to penalties as described above.

Applicant Signature _____ Date _____

15A-11-14 **Temporary Uses**

- A. **Purpose and Intent.** The purpose and intent of the Temporary Use Permit is to allow within the City of Sandy certain uses which are transitory in nature, as either accessory or seasonal uses, in a manner that will assure compatibility with the zone district and adjacent properties.
- B. **Standards for Temporary Use.** A Temporary Use shall comply with general standards as provided below plus any additional conditions as may be established by the Community Development Department:
 - 1. Acceptable space shall be available for any off-street parking and traffic circulation generated by the use. Roadside stands for produce or retail sales require curb and gutter and paved or graveled surface on site.
 - 2. Sanitary facilities shall be available for waste disposal for protection of community health and safety.
 - 3. Night lighting shall be compatible with adjacent uses, shielded and directed downward to avoid light spill onto adjacent properties.
 - 4. Hours of operation shall be compatible with adjacent uses.
 - 5. Signs must comply with the City adopted sign regulations.
 - 6. No use shall be placed in the public right-of-way, display areas shall be limited and applications shall comply with the regulations of the Business Licensing Department.
 - 7. No more than two temporary uses are allowed per site at one time, including those approved by the Planning Commission.
- C. **Planning Commission Review.** When considered appropriate by the Director a Temporary Use Permit may be referred to the Planning Commission for review.
- D. **Temporary Use Permit Required.** A temporary use permit and business license, where applicable, shall be required for the following:

Temporary Use Type	Location Standards	Duration
Produce Stands: Includes goods grown and prepared by the operator and sold primarily for consumption (e.g. Fruits and Vegetables).	Must be located in a non-residential zone or residential zone with an "A" designation.	Growing season (generally the summer months).
Road Side Stands and Temporary Retail Sales: Includes Christmas tree lots, firework stands, snow shacks, ice cream vendors, antique, rug, art, or plant sales or other similar retail uses.	Allowed if the use is permitted in the zone and accessory to the principal use or if no principal use exists, would be permitted as a stand alone use on the site.	No more than 150 licensed days per site each calendar year (i.e. Two businesses licensed to operate for 30 days each on a site will amount to 60 days on that site no matter if they are on the premise at the same time or not).
Circus or Carnival and related Accessory Uses (bazaar, fair, street dance, etc.)	Permitted in non-residential zones and with institutional buildings.	15 consecutive days in a calendar year per applicant.

Farmer's Market	Permitted only on parcels or within developments larger than five acres in size.	May not begin prior to June 1 and must terminate by November 1. Requires a new permit annually.
Temporary Trailer for Retail Sales and/or Office Space.	Permitted upon issuance of a building permit for a permanent structure and facilities on the affected site. Shall also include installation of adequate temporary parking.	Maximum temporary use permit period shall be twelve [12] months. The permit may be renewed and extended upon Planning Commission review up to six [6] months increments.
Construction Office, Staging Areas and Equipment Sheds	Permitted in all zones.	Allowed on a site until final inspections of the project are completed.

E. **Application for Temporary Use Permit.** An application for a Temporary Use Permit shall be made to the Community Development Department at least 10 days prior to the date of requested use. The Department may issue a Temporary Use Permit or deny an application for a Temporary Use Permit. In authorizing a temporary use, the Community Development Department shall impose such requirements and conditions as considered necessary for the protection of adjacent properties and the public safety and welfare in conformance with standards as provided in this Section.

1. **Information Required for Application.** An application for a Temporary Use Permit shall be accompanied by the following information:
 - a. **Description.** A written description of the proposed use including requested length of permit and hours of operation.
 - b. **Authorization for Use.** If the applicant is not the owner of the property, the ownership shall be identified along with evidence of permission of the owner for such temporary use to take place.
 - c. **Site Review.** A vicinity map and plot plan with sufficient information to determine the yard requirements, sanitary facilities and availability of parking to serve the use.
2. **Bond Required.** The following bonds shall be posted.
 - a. **Firework Stands.** Bond requirements are set forth in the Sandy City Business licensing ordinances.
 - b. **Circus or Carnival and Related Accessory Uses.** A personal injury bond with a minimum of \$100,000/\$300,000 as approved by the Risk Manager, shall be posted as well as a \$1,000 clean-up bond. The insurance shall have an indemnification of Sandy City.
 - c. **Other Temporary Uses.** All other temporary uses shall post a \$1000 bond as required in the Business Licensing Ordinance.

F. **Revocation of Temporary Use Permit**

1. The Community Development Director is empowered to suspend or revoke the temporary use permit of any person who violates any of the provisions of this chapter or any of the conditions set forth on their permit.
2. If, at any time, a permit under the provisions of this Chapter is suspended or revoked, it shall thereafter be unlawful for any person to operate, open, maintain, manage or conduct such affected temporary use until a new permit is granted.